

February 25th

LABOUR DISTRIBUTION

Methods in controlling labour costs in production.

LECTURER: O. M. Machie,
Manager,
Data Processing Apparatus Division,
Canadian General Electric Co.,
Peterborough, Ontario.

March 4th

ACCOUNTS RECEIVABLE

Methods for producing fast and accurate accounts receivable statements and analysis of past due accounts enabling management to control credit allowances.

LECTURER: J. D. MacLean,
Management Consultant,
Peat, Marwick, Mitchell & Co.

March 11th

UNUSUAL APPLICATIONS

Part 1—Metropolitan Toronto Police method of issuing and controlling summonses under the Highway Traffic Act.

Part 2—Application to retail selling on a customer self-service basis employing pre-punched cards.

LECTURERS: E. L. Vollum, Manager,
Machine Accounting,
City Hall, Toronto.
N. F. Jones, Manager,
Mail Order Division,
The Canadian Tire Corp. Ltd.

March 18th

COMBINED APPLICATIONS

Integration of a number of applications through one machine accounting system.

LECTURER: T. C. Strymgeour,
Office Manager,
White Hardware Ltd.

March 25th

A PRACTICAL APPLICATION

A practical demonstration of a modern machine accounting department covering a number of applications in actual production.

LECTURER: D. T. Barher,
Management Consultant.



UNIVERSITY OF TORONTO

UNIVERSITY EXTENSION

Spring term, 1958

Course in

**MACHINE
ACCOUNTING**

sponsored by

Toronto Chapter

National Machine Accountants Association

WORKSHOP IN MACHINE ACCOUNTING

TUESDAY EVENINGS

10 LECTURES

Offered in cooperation with the Toronto Chapter, National Machine Accountants Association, this course is intended as an introduction to High Speed Data Processing through an understanding of the principles and uses of punched cards and punched paper tapes.

This course is prepared for Office Managers and others engaged in office work who are unfamiliar with the way that punched card procedures are employed in the office work.

It is also designed for those engaged in punched card work who wish to review the history and basic principles prior to a consideration of the applications of punched cards in various aspects of office work.

The course is offered in the hope that a better understanding of the ways that office work may be automated will attract capable office workers to an ever expanding and challenging field of endeavour.

COURSE DIRECTORS:

Professor C. C. Gotlieb,
Chief Computer, Computation Centre,
University of Toronto.

Mr. R. D. Bromhead,
Education Chairman,
National Machine Accountants Association.

PLACE: Room 254, Mechanical Building

TIME: Tuesdays, 7.30 p.m., commencing January 21st.

FEE: \$20.00

REGISTRATION:

By mail or in person at Room 108, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms and course literature may be obtained by writing The Director, University Extension, 65 St. George Street, or by telephoning WALnut 3-6811, Locals 301, 304, 307.

PROGRAMME

Spring Term

January 21st

HISTORY AND DEVELOPMENT

Review of the history of old methods of bookkeeping and the development of modern punched card systems.

LECTURER: J. E. Moore, B.A., F.S.A.
Vice-President & Comptroller,
Crown Life Insurance Company.

January 28th

TERMINOLOGY AND CODING

Explanation of machines and their function—basic principles of their procedures.

LECTURER: D. B. Watson, M.B.E., B.Com.,
Director,
J. D. Woods and Gordon.

February 4th

PLANNING AND APPLICATION

Techniques of planning and developing machine procedures. Source documents and the flow of work. Workloads, schedules, equipment, staff.

LECTURER: H. S. Brown,
Supervisor,
Integrated Data Processing Research,
R. L. Crain Limited.

February 11th

BASIC APPLICATIONS

Preparation of payroll and sales analysis reports as basic examples.

LECTURER: R. H. Allen,
Manager,
Automated Systems Research,
Moore Business Forms.

February 18th

INVENTORY CONTROL

Accounting control of inventories to improve stock and reduce obsolescence. Factory production schedules related to sales demand.

LECTURER: G. F. Davis, C.A.,
Management Advisory Services,
Price, Waterhouse & Co.

REGISTRATION:

By mail or in person at Room 108, 65 St. George St.
In order to accommodate students and enable them to
enrol during the evening, registrations will be taken—

Thursday, September 12th

Tuesday, September 17th

Thursday, September 19th

Tuesday, September 24th

Thursday, September 26th

Tuesday, October 1st

evenings, from 7.30 to 9 p.m., in the Wallberg Building,
corner St. George and College Streets.

*Application forms and course literature
may be obtained by writing*

THE DIRECTOR,
University Extension,
65 St. George St.

UNIVERSITY OF TORONTO

or by telephoning
W.A. 3-6611
Locals 304, 308, 528, 527



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Course in

OFFICE MANAGEMENT

- *Introductory*
- *Senior*

Session 1957 - 58

INTRODUCTORY COURSE

in

OFFICE MANAGEMENT

FALL TERM

10 LECTURES

This training course in Office Management is sponsored by the National Office Management Association, Toronto Chapter. Because of its introductory nature it will appeal to Junior Supervisors, or to young persons who are attracted to Office Management as a career and who may wish to begin preparing themselves. Also it will provide background knowledge for newly appointed Office Managers who may have had no formal training. The content covered during the ten evenings will be of a basic nature and there will be ample time allotted for discussion.

Enrolment is limited to 80 and applications will be accepted according to the date they are received at University Extension. Among the topics which will be considered are:

The Role of the Office Manager
Duties and Responsibilities
Office Organization
The Importance of Human Relations
Problems of the Office Manager

LECTURERS: E. E. Charters,
Manager of Disbursement Accounting,
Ontario Hydro.

C. E. Hodgson, B.Com.,
Manager of General Accounting,
Ontario Hydro.

TIME: Tuesdays, 7.30 to 9.30 p.m., commencing
October 8th

PLACE: Room 2034, Wallberg Building

FEE: \$15.00

SENIOR COURSE IN OFFICE MANAGEMENT

SPRING TERM

10 LECTURES

The National Office Management Association, Toronto Chapter, will sponsor this senior course in Office Management. It is designed for Office Managers who would like a refresher course or for persons who, though not Office Managers, may carry out most of the functions of this position.

Enrolment will be limited to 80 and applications will be accepted according to the date they are received at University Extension. When 60 applications have been accepted, enrolment for the course will be closed.

Lecture Topics

January 7th and 14th

WAGE AND SALARY ADMINISTRATION

Salary and Wages Administration, Job Evaluation, Merit Rating.
LECTURER: K. C. Livingston, M.A.Sc.,
Assistant Professor of Production,
Institute of Business Administration,
University of Toronto.

January 21st and 28th

WORK SIMPLIFICATION

Flow Process Charts, Principles of Methods Improvement, Office Organization, Training for Higher Productivity, Work Measurement, Suggestion Plans.
LECTURER: D. G. McLaren, B.A.,
Supervisor,
J. D. Woods & Gordon Ltd.

February 4th and 11th

STAFF TRAINING

Indoctrination, Supervisory, Organization, Self-Improvement.
LECTURER: Alex King, B.A.Sc.,
Director of Training,
Simpson-Sears Ltd.

February 18th and 25th

MECHANIZING THE ACCOUNTING FUNCTIONS

Considerations before you mechanize, Installation Techniques and Applications, Equipment Applications, Equipment Available, Punch-card and other, Mechanized Accounting Control, Mechanization Case Studies.
LECTURER: C. H. Cowperthwaite, C.A.,
Partner, Management Controls Department,
Peat, Marwick, Mitchell & Co.

March 4th and 11th

PERSONNEL—THE BUSINESS COMMUNITY

Exploring the conditions under which people work best together; highlighting methods for using staff constructively, and gaining some knowledge of how to cope with the human problems which commonly arise.

LECTURER: D. M. McLeod, M.A.,
Personnel Officer, (Comptroller's Branch),
Ontario Hydro.

TIME: Tuesdays, 7.30 to 9.30 p.m., commencing January 4th

PLACE: Room 2034, Wallberg Building

FEE: \$15.00